



Embassy of the United States of America

Guatemala City, Guatemala
December 22, 2010

Dear Prospective Offeror/Quoter:

SGT50011Q0008

The American Embassy/NAS has a requirement for a vendor to provide PRINTING SERVICES. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-18
2. Basic information, statement of work or specifications.
3. Late quotation rules and evaluation method:

The Embassy plans to award a purchase order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Please read the RFQ carefully, and if you are interested, fill out items 11,12,13,14,15,16 and submit your quotation. **Return the completed SF-18 to the address shown in item 9 of the SF-18 by 01/05/2011 @ 17:00 pm hrs with attention to: Wagner Lam or by E-mail at LamW@state.gov . Oral quotations will not be accepted.**

Sincerely,

Wagner Lam
Procurement Agent

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE <input type="text"/> OF <input type="text"/> PAGES
1. REQUEST NO. SGT50011Q0008	2. DATE ISSUED 12/22/2010	3. REQUISITION/PURCHASE REQUEST NO. 1056377	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING <input type="text"/>
5a. ISSUED BY U.S. Embassy Guatemala/Procurement Section			6. DELIVER BY (Date) 01/28/2011	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY	
NAME Wagner Lam		TELEPHONE NUMBER		<input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)
AREA CODE 502		NUMBER 2326-4359		9. DESTINATION
8. TO:			a. NAME OF CONSIGNEE U.S. Embassy Guatemala/GSO	
a. NAME All Prospective Offerors		b. COMPANY		b. STREET ADDRESS Av. Reforma 7-01, Zona 10
c. STREET ADDRESS			c. CITY Guatemala	
d. CITY		e. STATE	f. ZIP CODE	d. STATE GT
				e. ZIP CODE 01010
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 01/5/2011		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	PRINTING SERVICES: Workbook (Dare) Certificates (DARE) Technical especifications are attached to this form. Terms & Conditions: Price should include IVA, and IVA form will be provided for 12% . Payment will be processed after items and service is provided. Payment terms: 30 days.	35,000 35,000			

12. DISCOUNT FOR PROMPT PAYMENT <input type="checkbox"/>	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations ☐ are ☐ are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER					
b. STREET ADDRESS			16. SIGNER		
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE
					AREA CODE
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER

SCOPE OF WORK (SOW)

Especificaciones técnicas para la impresión de 35,000 libros de trabajo y 35,000 diplomas (certificate)

- 1) Artículo: Libro de trabajo (DARE)
- 2) Portada: Full color tiro y retiro+ barniz
- 3) UV brillante
- 4) Tiro y retiro en husky cover 10 brillante
- 5) 32 páginas a full color tiro y retiro en papel bond de 80 Grms.
- 6) Tamaño carta cerrado con tres grapas
- 7) Cantidad: 35,000

- 1) Artículo: Diplomas (certificate)
- 2) Full color (de un lado)
- 3) Tamaño: 8.5X 11 pulgadas
- 4) Texcote 12, amarillo alma.
- 5) Cantidad: 35,000

Nota: Entregas parciales serán tomadas en cuenta.

A. Late Offers

FAR 15.208 and related provisions prohibit the Contracting Officer from considering any offer received after the exact time specified for receipt, except for very limited circumstances. Under the negotiation process, FAR 52.215-1, "Instructions to Offerors--Competitive Acquisition" (or 52.212-1 for commercial items) provides that an offer may be accepted if:

- Its late receipt was due solely to Government mishandling after its receipt at the Government installation and was sent by mail (or if authorized, by telegram or facsimile);
- It was transmitted through an electronic commerce method authorized by the solicitation and was received at the initial point of entry to the Government infrastructure no later than 5:00 p.m. one working day before the date specified for receipt of offers; or
- It is the sole offer received.

This procedure also addresses the handling of late offer modifications resulting from a Contracting Officer's request for final proposal revisions. It also provides that a late modification of an otherwise successful (that is, not late) offer which makes the offeror's terms more favorable to the Government may be considered at any time it is received.

B) EVALUATION METHOD

FAR 12.602(b) discourages the use of complicated evaluation schemes when dealing with commercial item solicitations. **The most appropriate evaluation method for commercial item acquisitions is the lowest price, technically acceptable (LPTA) method.** Although the Contracting Officer has the discretion to develop an alternative evaluation scheme (tradeoff method), formal evaluation plans, establishment of a competitive range, conduct of discussions, and scoring of quotations **"are not required or encouraged."**